

INSTRUCTIONS

SEMP Compliance Form - User Notes

1. Press F1 with the cursor in the Date field for introductory information.
2. Use the tab key to move from field to field on the first page, and from cell to cell in the question/answer table. Word 97 form fields and table cells can accept hard returns and tabs. To insert a tab, hit Ctrl-Tab.
3. Save your work often
4. The Question and Answer table is completely unprotected. You may modify the table column widths, if necessary, for the needs of your department or organization.

SEMP Compliance Form - Administrator Notes

1. Following are the steps for maintaining this form:
 - a. Open the form in Word 97 or any later version.
 - b. Click on *Tools*, then *Unprotect* (if the document is not already unprotected).
 - c. Make the desired changes to the form.
 - d. Click on *Tools*, then *Protect*. Make sure the *Protect Document* dialog box is set for *Forms*, and not for *Tracked changes* or *Comments*. (Normally, it will set for *Forms* by default, but this default cannot be relied upon).
2. If modifications to the form are needed, make them before filling any data fields (reason: when you protect a form, all fields are set to their default, which is usually blank).
2. The first field in the form (the Date field) contains online help, accessible with F1. To edit it, unprotect the form (see step 1 above) and double click on the Date field. A dialog box will appear with an option for editing the help text.
3. (For advanced users or help-desk personnel) If you wish to make the entire document a protected form, unprotect the form and click on View/Toolbars/Forms and use the field tool (ab|) to add fields for input to the cells in the table that will receive input. Then click on Tools/Protect/Forms/Sections and make all sections into protected sections.